

## LA MESA-SPRING VALLEY SCHOOLS

### CLASS TITLE: ACCOUNTING TECHNICIAN

#### **BASIC FUNCTION:**

Under the direction of the Supervisor, Budget and Accounting, performs a variety of technical accounting duties in the review, evaluation and adjustment of assigned accounts; maintains, audits and reconciles assigned accounts; prepares, maintains and assures accuracy of various financial records and reports.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Assists designated departments and programs in the maintenance and evaluation of budgetary records and data as assigned; monitors funds for income and expenditures; calculates, prepares and revises budgetary data.

Communicates with District personnel, and outside contacts to exchange information and resolve issues or concerns; responds to inquiries of staff and administration regarding financial procedures

Maintains contact with vendors to modify and clarify invoices and resolve discrepancies as required; follows-up on purchase orders, invoices, warrants and payments as needed; processes and issues payments to reimbursement claims as assigned.

Maintains, audits and reconciles assigned accounts; assembles, matches, sorts, tabulates, checks and posts a variety of financial and statistical data including income and expenditures; reviews, adjusts and assures accuracy of journal entries; balances and adjusts accounts.

Operates a variety of office equipment including a calculator, copier, computer and assigned software.

Performs a variety of technical accounting duties in the review, evaluation and adjustment of assigned accounts; provides technical accounting support for various accounts and functions such as accounts payable, accounts receivable, payroll and purchasing; audit accounts for errors and makes appropriate adjustments.

Performs various clerical duties in support of assigned functions as required; prepares routine correspondence; duplicates and distributes materials.

Processes accounts receivable as assigned; reconciles cash accounts; receives, verifies and processes deposits; checks money totals against receipts and invoices to assure accuracy; prepares invoices and arranges for billings as directed.

Processes and evaluates various forms and applications as assigned; compares and reconciles forms, statements, records, reports and other financial documents; identifies errors and resolves discrepancies; initiates account transfers as needed.

Reconciles and processes accounts payable, travel, banking and payroll information; matches invoices and receivables with purchase orders and submits for approval for payment; creates and issues invoices to outside organizations.

Researches, compiles, prepares and revises financial data related to assigned accounts and activities; prepares and maintains a variety of auditable financial records, reports and files related to accounts, income, expenditures, transfers, purchase orders, invoices, budgets and assigned activities; investigates discrepancies of financial information and documentation.

Reviews, processes and evaluates purchase orders, warrants and invoices as assigned; prepares invoices for payment; processes inter-department charges and deposit permits; verifies invoices and matches with purchase orders; issues and distributes accurate payments to purchase orders as directed.

Types and inputs a variety of financial and statistical data into an assigned computer system; maintains various automated records and files; initiates queries, manipulate data, develop spreadsheets and generates a variety of computerized reports and statements; assures accuracy of input and output data.

#### **OTHER DUTIES:**

Attends and participates in meetings, in-service trainings, workshops and conferences.

Performs related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Arithmetic computations.
- Data control procedures and data entry operations.
- Financial and statistical record-keeping techniques.
- General accounting and business functions of an educational organization.
- Interpersonal skills including tact, patience and courtesy.
- Methods, procedures and terminology used in technical accounting work.
- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Policies and objectives of assigned programs and activities.
- Preparation of financial statements and comprehensive accounting reports.
- Preparation, review and control of assigned accounts.
- Use and processing of requisitions, purchase orders, invoices and related documents.

**ABILITY TO:**

- Assemble, organize and prepare data for records and reports.
- Communicate effectively both orally and in writing.
- Compare numbers and detect errors efficiently.
- Establish and maintain cooperative and effective working relationships with others.
- Identify, investigate and resolve financial errors and discrepancies.
- Issue and distribute vendor and claim reimbursement payments as assigned.
- Maintain accurate financial and statistical records.
- Meet schedules and time lines.
- Monitor and audit income and expenditures.
- Operate standard office equipment including a computer and assigned software.
- Perform a variety of technical accounting duties in the review, evaluation and adjustment of assigned accounts.
- Perform arithmetic calculations quickly and accurately.
- Prepare and evaluate comprehensive accounting reports and statements.
- Reconcile, balance and audit assigned accounts.
- Review, process, evaluate and verify a variety of financial information.
- Verify, balance and adjust accounts.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school or equivalent GED supplemented by college-level course work in accounting or related field and two years clerical accounting experience.

**LICENSES AND OTHER REQUIREMENTS:**

Successful passage of the District's Job Related Proficiency Test.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor Office environment.

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.

**FLSA Status**

Non Exempt

**Approval Date**

3/01/08, 9/28/17

**Salary Range**

Classified 52